

# **English for Academic and Professional Purposes**

**Quarter 1 – Week 5**

## **OUTLINING: Techniques in Selecting and Organizing Information**



# What is it?

## Lesson

# 1

## OUTLINING

### QUOTE TO PONDER

*“If I try to articulate every little detail in drawing, it would be like missing the forest for the trees, so it is just about getting the outline of the forest.” • Jeff Koons*

### What is Outlining?

- It is a good way to create a visual picture of what you have read; in this way the writer record the organization of the text.

### What is Outline?

- It is a summary that gives the essential features of a text.
- It shows how the parts of a text are related to one another as parts that are of equal importance, or sections that are subordinate to a main idea.
- A tool for organizing the ideas, a writer lists down all ideas relevant to the topic by sorting all ideas into major and minor ones.
- It shows the order in which the information will be presented and indicates the relationship of the pieces of information to each other.
- The selection of any written text to guide or organized your ideas.

### What is the importance of Outlining?

- It gives an overview of the topic and enables the readers to see how various subtopics relate to one another.
- It records the information in our own words; it tests the understanding of the readers.
- It is an effective way to record needed information from the reference books you do not own.



# What is it?

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## What are the two kinds of Outlines?

### READING OUTLINE vs. WRITING OUTLINE

**Reading Outline**— is used to get the main ideas of a text that is already written.

**Example:** Reading a novel and then getting the important details of it.

### STEPS IN CREATING A READING OUTLINE

1. Read the entire text, skim the text afterward.
2. Locate the main idea or the thesis of the whole essay.
3. Look for key phrases in each paragraph of the essay.
4. Locate the topic sentence of each paragraph.
5. Look at the topic sentences and group those with related ideas together.
6. The contents of the reading are engaged according to the levels.
7. Evaluate the supporting details provided.

**Writing Outline**— is a skeletal overview of your draft, which contains the fundamental points and the different ideas that support them.

**Example:** Writing an essay.

### CREATING A WRITING OUTLINE

**“An outline works like a map.”**

It shows you where each of your ideas is placed in writing; how all of them fit together; and how each lead to the central idea of your writing. It also determines the boundaries of your draft; how much of your subject you will need to cover without lacking or exceeding in detail.



# What is it?

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## WRITING A TOPIC OUTLINE

### What is Topic Outline?

- It arranges the ideas hierarchically (showing which are main and which are sub-points), in the sequence you want, and shows what you will talk about. As the name implies, it identifies all the little mini-topics that your paper will comprise, and shows how they relate.
- It lists words or phrases.
- The wording within each division must be parallel.
- It summarizes the main topics and sub topics in words or phrases.

### Example of a Topic Outline

#### *Example 1:*

Thesis Statement: The increased use of social media has led to more suicides among today's youth- a result of cyber bullying.

I. Use of Social Media nowadays

A. Social Media

1. Background

2. Benefits

B. Consequences of Social Media

1. Privacy Issues

2. Distractions

3. Cyber Bullying

C. Current Situation

1. Latest Occurrences



# What is it?

## WRITING A TOPIC OUTLINE

### Example of a Topic Outline

#### *Example 2:*

Economical Effects  
    Alcohol  
        Cost of alcohol purchase  
        Cost of DUIs  
    Drugs  
        Cost of drug purchases  
        Cost of drug arrest

## WRITING A SENTENCE OUTLINE

### What is Sentence Outline?

It presents the main and supporting ideas in complete sentence.

It uses sentence for each topic and subtopic as it is more informative compare to topic outline.

It uses when the topic being discussed is complicated and requires details.

### Example of a Sentence Outline

#### *Example 1:*

- I. Alcohol and drug abuse can affect one economically.
  - A. The cost of alcohol abuse is high and getting higher.
    1. The costs of DUIs can be enormous.
    2. Alcohol costs are always rising because of rising production costs as well as state and local taxes.
  - B. The cost of drug abuse can be high.
    1. Even the arrest for the possession of a minute amount of drugs can result in high bail and court cost.
    2. The cost of drugs fluctuates drastically according to the type of drug, its availability, and the amount.

# D

## What is it?

### Example of a Sentence Outline

#### Example 2:

- Thesis: Research shows that single-sex classes are better for girls and, therefore, should be encouraged.
- I. During the first 200 years in America, women were not allowed in schools.
    - A. Initially, education was only for men.
    - B. Throughout the nineteenth century, the number of coed schools increased.
    - C. In 1972, Congress passed Title IX, a law prohibiting sex discrimination in educational institutions.
  - II. One significant advantage of single-sex classes is the elimination of gender bias that often occurs in coed classes.
    - A. Teachers pay more attention to boys.
      - 1. Girls are not called on as often as boys in coed classes.
      - 2. Many times teachers tolerate disruptive behavior in boys but discourage the same behavior in girls.
    - B. Favoritism is also an issue in coed classes.
      - 1. Teachers “get a thrill from involving a boy who’s going to be disruptive.”
      - 2. Teachers have higher expectations for boys than for girls.
  - III. Girls benefit from being free from the gender bias of coed classes.
    - A. They perform better academically.
      - 1. Textbooks “show an inherent and often inadvertent bias against females in textbooks.”
      - 2. This bias also shows itself in teaching techniques.
    - B. Techniques that are disadvantageous to girls are more apparent in certain subject areas.
      - 1. Girls show more interest in math when taught in single-sex classes.